

Memorandum of Understanding  
Between Grantee  
and  
XXXXXXXXXXXXX Agency

For the

From FY \_\_\_\_\_ to FY \_\_\_\_\_

The intent of this Memorandum of Understanding (MOU) is to (State purpose):

(Grantee) \_\_\_\_\_ and (Other Agency) \_\_\_\_\_ intends to work together toward the mutual goal of offering the Office of Family Planning, Teen Pregnancy Prevention (TPP) Program funded project aimed at preventing and/or reducing teen pregnancy in \_\_\_\_\_ (geographic area) by working with (Target population). To this end, each agency agrees to participate in the program, if implemented, by coordinating the following services:

**Grantee will:**

(List the specific activities that ABC Agency will provide)

For example:

1. Will pay XYZ Agency \$ \_\_\_\_\_ (time frame \_\_\_\_\_ upon satisfactory submission of detailed invoice/expenditures)
2. Work with XYZ Agency staff to develop recruitment plans and incentives to ensure maximum participation in the classes
3. Monitor quarterly progress
4. Pay quarterly invoice upon receipt of: match documentation, completion of pre/post tests survey (if applicable); timely submission of progress reports, and meeting projected target population as outlined in the Scope of Work.

**XYZ Agency will:**

(List specific activities XYZ Agency will provide)

For example:

1. Provide the use of their meeting room weekly
2. Recruit adolescents (#) to participate in these classes/sessions/workshops (See Workplan)
3. Attend training/TPP Program Sponsored/workshops. Etc.
4. Provide ABC Agency with any information required in the evaluation of this project
5. Attend quarterly advisory committee meetings
6. Administer the Statewide Survey to participants
7. Will provide quarterly reports to ABC agency (include time frame/ specific dates)
8. Will cooperate with Statewide Evaluation and TPP local evaluator(s)
9. List SOW Key Strategies and expected results

Grantee reserves the right to suspend payment due to non-compliance, or terminate this agreement if subcontractor fails to meet one or more deliverables.

\_\_\_\_\_  
Signature of Executive Director of Grantee

\_\_\_\_\_  
Signature of Executive Director of XYZ Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date